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## **CITY OF GREENVILLE**

POLICY NO.: HR-20

DATE: June 23, 2009

SUBJECT: Substance Abuse, and Drug & Alcohol Testing

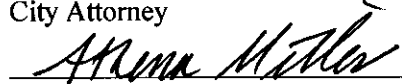
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APPROVALS:

  
City Manager

  
City Attorney

  
Human Resources Director

## **I. Purpose**

As part of the City of Greenville's commitment to safeguarding the safety, well-being, and property of its employees and citizens, to providing its citizens with the highest quality service possible, and its employees with a safe and healthy workplace, this policy establishes the City's position with respect to substance abuse, the presence of drugs and alcohol in the workforce, and drug and alcohol testing.

## **II. Scope**

This policy applies to all classified employees of the City of Greenville, South Carolina.

## **III. Policy**

It is the policy of the City of Greenville to provide a work environment which is free of alcohol and illegal drugs. This policy prohibits the possession, use, distribution or sale of illegal drugs, non-prescribed prescription drugs and alcoholic beverages. Because of the serious safety consequences, employees are prohibited from reporting for work or being at work with a detectable level of any intoxicating or mind-altering substance on their person or in their bodies. Additionally, covered employees doing work for the Greenville Transit Authority (GTA) are prohibited from consuming alcohol within four (4) hours of reporting for duty, or during hours that they are on call.

The City prohibits the following items:

1. All illegal drugs (including inhalants) and/or their metabolites.
  2. All mind-altering substances including, but not limited to, marijuana, cannabinoids, cocaine, amphetamines, PCP, opiates, (and any "look-a-likes") and/or their metabolites.
  3. Alcoholic Beverages.
  4. Non-prescribed prescription drugs. \*
- \* **Note:** Prescription drugs may be used providing:
- a. They are prescribed by a doctor for the person in possession of the drugs.
  - b. They are kept in their original containers, or the employee can produce the original prescription or container.
  - c. They do not impair one's ability to safely perform the safety-sensitive duties of the person's job. (Employees must inform their supervisors of any therapeutic drug use where there are side-effects which could interfere with the safe performance of their jobs, and, obtain a note from their doctor describing the side-effects and the recommended limitations to duty.)

**Any employee terminated for violation of this drug policy shall not be eligible for re-hire for a period of one (1) year.**

## **IV. Definitions**

- **Annual No-notice Testing:** All Commercial Drivers License drivers (CDL), all covered Greenlink employees doing work for the Greenville Transit Authority and all safety sensitive employees, and all employees in jobs that would put themselves, their fellow employees or the general public at heightened risk of injury or property damage if they were to be under the influence of, or impaired by, drugs or alcohol on the job, shall be subject to an "Annual No-Notice" drug and alcohol screen at some selected time during each calendar year.
- **Covered Employees:** Covered employees shall mean those employees holding the positions listed in Exhibit B: City of Greenville Safety Sensitive Positions.

- **Follow-up Testing:** All employees returned to duty after self-disclosure of a drug or alcohol dependency problem, after being cleared to return to work by the SAP, and after passing the Return-to-Duty drug/alcohol screen, shall thereafter be subject to periodic, unannounced "Follow-up" drug/alcohol testing for a period up to five (5) years following reinstatement.
- **Prohibited Drugs:** Prohibited drugs include: all illegal drugs (including inhalants) and/or their metabolites; all mind-altering substances including, but not limited to, marijuana, cannabinoids, cocaine, amphetamines, PCP, opiates, (and any "look-a-likes") and/or their metabolites; Alcoholic Beverages, and non-prescribed prescription drugs.
- **Medical Review Officer (MRO):** An MRO is a licensed physician (medical doctor) responsible for reviewing laboratory results generated by the City's drug testing program.
- **Negative Drug Test:** A negative drug test shall mean any drug test that has no evidence of prohibited drug use.
- **Pre-employment testing:** Pre-employment drug and alcohol screens will be conducted on a routine basis as part of the hiring approval process for *all* new employees with the City of Greenville, including full-time, part-time, and temporary, including interns, volunteers, and individual contractors.
- **Positive Drug Test:** A positive drug test shall mean any drug test that has evidence of prohibited drug use.
- **Post-Accident Testing:** Post Accident testing is required in all employee related-accidents that require medical attention as soon as possible after an occurrence. Testing shall include a urine screen and/or hair test for drugs and a blood test or chemical/mechanical test (Breathalyzer, Data Master, etc.) for alcohol.
- **Random Drug Testing:** Random drug testing means testing safety sensitive employees on an unannounced, random basis without reason.
- **Reasonable Suspicion Testing:** Reasonable suspicion means that the City believes, based on specific, observable evidence that the employee has violated the prohibitions of this policy concerning the illegal use or abuse of drugs or controlled substances. Facts that could give rise to reasonable suspicion include but are not limited to: a) the odor of alcohol or drugs; b) impaired behavior such as slurred speech and decreased motor coordination; c) marked changes in personality and job performance; d) unexplained accidents.
- **Return to Duty Testing:** All employees who are tested for alcohol under the provisions of this policy and are found to have an alcohol concentration level of 0.02 grams per 210 liters of breath, or greater, but less than 0.04 grams per 210 liters of breath, must pass a "Return to Duty" Alcohol screen with a resulting alcohol concentration level less than 0.02 grams per 210 liters of breath.
- **Self-disclosure:** Employees who voluntarily disclose an addiction or dependency problem to a member of management, to the Occupational Health nurse, or to the Human Resource Director, seeking help, provided they make such disclosure and seek such help prior to their being notified, or their Supervisor's being notified, of their selection for an upcoming drug/alcohol screen, will be given an opportunity to preserve their jobs and careers with the City of Greenville as outlined in this policy.

## V. Procedures

### A. Employees Subject to Drug and Alcohol Testing

There are four categories of employees subject to drug and alcohol testing, some of whom have positions that will cause them to be listed in more than one category, as shown below:

1. GTA Covered Employees. Covered employees performing services for the GTA who perform or may perform a safety sensitive function for GTA, and who are subject to the Federal Transit Administration (FTA) and covered by 49 CFR Section 655. Covered employees perform a safety sensitive function if they are 1) operating revenue service vehicles, whether in or out of service, and/or 2) performing revenue service vehicle and equipment maintenance, and/or 3) performing revenue service vehicle control/dispatch, and/or 4) operating non-revenue service vehicles requiring a Commercial Drivers License (CDL) to operate, and/or 5) performing security services which require carrying a firearm. Covered employees are subject the following testing: "Pre-employment", "Return-to-duty", "Post-accident", "Follow-up", "Reasonable suspicion", "Pre-assignment/promotion", and "Random" testing for alcohol and illegal drugs and/or their metabolites and non-prescribed prescription drugs.
2. CDL (Commercial Drivers License) Drivers: CDL drivers other than employees working for GTA are those who, at any time or for any reason, whether part of, or in addition to, their regular job, drive, or may be asked to drive, City-owned vehicles requiring a CDL. All employees holding a current and valid CDL are subject to being called upon to drive commercial vehicles, whether in their own departments or others; therefore they are considered CDL Drivers under this Policy. These employees are subject to following testing: "Pre-employment", "Reasonable Suspicion", "Post-Accident", "Return to Duty", "Follow-up", "Annual No-Notice", and "Random" testing for alcohol and illegal drugs and/or their metabolites and non-prescribed prescription drugs.
3. Safety Sensitive Employees: Safety Sensitive employees, other than those set out in subsections V.A.1, and V.A.2, above, and whose job titles are set out in Exhibit B, as "Safety Sensitive." These employees are subject to the following testing: "Pre-employment", "Reasonable Suspicion", "Post-Accident", "Return to Duty", "Follow-up", and "Annual No-Notice" testing for alcohol and illegal drugs and/or their metabolites and non-prescribed prescription drugs.
4. All Employees. All Employees are subject to "Pre-employment" testing, "Reasonable Suspicion" testing, "Post-Accident" testing, "Return to Duty" testing, and "Follow-up" testing for alcohol and illegal drugs and/or their metabolites and non-prescribed prescription drugs.
5. Procedure for Employees Called to Take an Drug/Alcohol Test. All employees called to take a drug/alcohol test during day-shift hours shall report to the Occupational Health Center to pick-up the appropriate paperwork between 8:00 a.m. and 4:00 p.m.; after 4:00 p.m. and on weekends, they shall report directly to Exigent (2310 Wade Hampton Blvd, Greenville, SC 29615). Alcohol tests will generally be done using breath analysis; controlled substances, or drug-tests, will generally be done by urine analysis for Department of Transportation (DOT) and FTA (CDL and GTA) compliance and by hair testing for all other purposes.

6. Employee Refusal to Submit to or Failure to Report for a Legitimately Mandated Drug and Alcohol Test. An employee's refusal to submit to a legitimately mandated drug/alcohol test, or his/her failure to report within the designated time frame to the laboratory for testing (including "forgetting"), will result in termination of employment, unless it can be shown that unusual, unavoidable circumstances prevented it. The City Manager alone may overrule a termination for refusal to submit, or for failure to report, because of such extenuating circumstances. Refusal to submit to a legitimately mandated drug and/or alcohol test may result from any of the following:
  - a) Failure to show up for a test at a time instructed or remain at the testing facility,
  - b) Failure to allow for the collection of a required test including direct observed or monitored collections,
  - c) Failure to cooperate with, or attempts to disrupt, the testing process,
  - d) Failure to provide proper quantity or type specimen within required time limit, without justified medical reason,
  - e) Failure to complete required medical evaluations or complete a second test as required by the collector or by the City, or
  - f) Having a verified adulterated or substituted test result as reported by the Medical Review Officer (MRO).

**B. Pre-employment Testing and Conditional Employment**

Pre-employment drug and alcohol screens will be conducted on a routine basis as part of the hiring approval process for *all* new employees with the City of Greenville, including full-time, part-time, and temporary employees. All pre-employment drug screens will be done pre-offer and any pre-employment alcohol screens will be done post offer. This pre-employment screen also applies to Interns, Volunteers and Individual Contractors working on a substantially dedicated basis with the City, and any person permitted to drive a City vehicle.

As to all non-DOT drug and alcohol tests, all such candidates for employment, or other individuals, will be required to sign an informed consent to drug and alcohol testing and release of liability and medical information form (Exhibit A) as part of the employment application process. Offers of employment are contingent upon the applicants' satisfactorily passing the drug and alcohol screens. Conditional offers of employment may be made prior to receiving the drug/alcohol screening results (see HR-3, Section IV-D and Exhibits B & C). If, however, the subsequent test results indicate the presence of illegal drugs, alcohol, and/or non-prescribed prescription drugs, the offer of employment will be rescinded. Additionally, if the prospective employee fails to report to the designated location for the drug and/or alcohol screen within the designated time frame, including forgetting, the conditional offer of employment will be rescinded, unless it can be shown that unusual, unavoidable circumstances prevented the prospective employee from reporting to the test on time as directed. The City Manager has the sole authority to overrule the rescinding of a conditional offer of employment for such failure to report on time for drug and/or alcohol testing.

Federal law requires the City to obtain certain drug and alcohol testing records on all new employees who will perform safety-sensitive functions under DOT regulations from the applicants' previous employers for the last two (2) years. Thus, as a condition of employment, all new applicants who will perform safety-sensitive functions under DOT regulations shall provide the City with a written authorization for all previous employers within the last two (2) years to release to the City such drug and alcohol testing records as required under federal regulations.

**C. Testing for Reasonable Suspicion**

1. Responsibility for Determining Reasonable Suspicion Exits. It is the responsibility of the Supervisor to recognize and take action to have an employee tested "for reasonable suspicion" when there is reasonable and probable cause to believe the employee may be at work with drugs or alcohol in his/her system. When practicable, a "second opinion" should be sought from another supervisory employee knowledgeable of alcohol/drug impairment symptoms. The determination that reasonable suspicion exists must be based on specific, documentable, articulable observations concerning the performance, appearance, behavior, patterns of behavior, speech, or the odor of alcohol and/or marijuana on the employee (see Exhibit D).
2. Responsibility for Providing Reasonable Suspicion Training. It shall be the responsibility of the Human Resources Director to ensure all supervisory and management personnel are trained to recognize behaviors and behavior patterns, appearances and sensory cues that constitute sufficient cause for requiring an employee to submit to a "Reasonable-Suspicion" drug and alcohol screen. Supervisors and managers shall receive at least one (1) hour of training for controlled substances misuse, and one hour of training for alcohol misuse. Before driving or performing any safety sensitive duties with respect to the GTA and/or a Commercial Motor Vehicle, all covered employees doing work for the GTA and CDL Drivers shall receive at least one (1) hour of training in the DOT Federal Motor Carrier safety regulations and training on this policy. Any CDL Driver, covered employee doing work for the GTA, and/or Safety-Sensitive Employee asked to submit to a Reasonable Suspicion Drug Test shall be prohibited from performing any further safety-sensitive duties until the results of the test are confirmed negative.
3. Requiring an Employee to Submit to Reasonable Suspicion Testing. An employee who is reasonably suspected to be in an impaired condition on the job will be immediately taken off the job and taken to the Employee Health Center. A written record (Exhibit D) shall be made of the sensory observations, behaviors, patterns of behavior, speech and/or performance indicators leading to the "reasonable-suspicion" test request; the written document shall be signed by the supervisor making the observations. The employee will be asked by the Supervisor and/or Human Resources Director to immediately submit to a "Reasonable-Suspicion" Drug and Alcohol screen to determine if the employee has ingested alcohol or drugs. After normal work hours (4:30 p.m.) an impaired employee shall be taken to Exigent (2310 Wade Hampton Blvd, Greenville, SC 29615); there, the supervisor must request that the employee be tested for illegal drugs and alcohol.
4. Employee Refusal to Submit to Reasonable Suspicion Testing. Should an employee initially refuse to take an alcohol and/or drug test, the purpose of the requested test and the implications of refusal will be carefully explained to the employee. Further refusal will constitute serious insubordination and the employee shall be immediately terminated from employment. Refusal to submit to a mandated drug and/or alcohol test may result from any of the reasons set out in Paragraph V, Section A 6, above

**D. Post Accident Testing**

Post Accident testing is required in all accidents that require medical attention as soon as possible after an occurrence as described below in this paragraph. Testing shall include a urine screen and/or hair test for drugs and a blood test or chemical/mechanical test (Breathalyzer, Data Master, etc.) for alcohol. Neither the employee nor the employee's supervisor needs to take further action for testing compliance if the alcohol test is completed within two (2) hours of the occurrence and the drug test is completed within eight (8) hours of the occurrence. If tests are not administered within the prescribed times, employees and their supervisors are subject to disciplinary action, absent a written statement which establishes a clear and convincing reason for the tests' not having been administered within the time periods identified.

1. For All Employees (Including CDL Drivers and covered employees doing work for GTA whose performance could have contributed to the accident). Tests are required when there are indications the employees were impaired in their mental or physical functioning at the time of the accident. Tests are also required when employees, engaged in City business, are involved in a *very serious accident* while driving or performing other safety sensitive duties. For purposes of this section, "*very serious accident*" means any accident in which:
  - a. It is immediately clear there has been a fatality, or
  - b. There has been bodily injury so severe that a reasonable person would anticipate the injured person is likely to be admitted as an in-patient to the hospital after receipt of emergency treatment.
2. For CDL Drivers. Tests are required when involved in an accident where:
  - a. There is the loss of human life; or
  - b. A CDL driver receives a citation within eight (8) hours of the accident, if 1) there was bodily injury to a person requiring immediate medical treatment away from the scene of the accident, or 2) one or more vehicles are disabled and need to be towed.
3. For GTA Drivers. Tests are required when involved in any motor vehicle accident, regardless of severity unless the City determines, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident, and/or when the employee is issued a citation for the violation of a traffic law and in all accidents which require medical attention to one of the parties. When a GTA vehicle is involved in an accident, tests shall also be required of any covered employee doing work for the GTA whose performance could have reasonably contributed to the accident, using the best information available at the time of the accident.

**E. Return to Duty Testing**

**All employees** who are tested for alcohol under the provisions of this policy and are found to have an alcohol concentration level of 0.02 grams per 210 liters of breath, or greater, but less than 0.04 grams per 210 liters of breath, shall be immediately suspended from work for a period not less than twenty-four (24) hours. Before they may return to work, the employees must pass a "Return to Duty" Alcohol screen with a resulting alcohol concentration level less than 0.02 grams per 210 liters of breath. If the employee has no general leave, exempt leave,

or compensatory time, then the time off the job will be without pay. Should employees fail to pass a "Return to Duty" Alcohol test within seventy-two (72) hours of being suspended, their employment shall be terminated.

Any employee placed on leave of absence under the "Voluntary Self-Disclosure" provisions of Paragraph V, Section K, below, must successfully pass a "Return to Duty" drug/alcohol screen within 120-days of the start of that leave of absence. Any covered employee doing work for the GTA who self-reports under the provisions of Paragraph V, Section L, below, and who is placed on suspension, must successfully pass a Return to Duty alcohol screen before returning to work. Failure to do so shall result in immediate termination. Supervisors shall require "Return to Work" permits from all such employees returning to duty before permitting them to resume their job duties.

#### **F. Follow-up Testing**

**All employees** returned to duty after self-disclosure of a drug or alcohol dependency problem, after being cleared to return to work by the SAP, and after passing the Return-to-duty drug/alcohol screen, shall thereafter be subject to periodic, unannounced "Follow-up" drug/alcohol testing for a period up to five (5) years following reinstatement. (As to all non-DOT tests, the employee will already have signed a release, Exhibit C, giving permission for such testing; see Paragraph K (3). The frequency and timing of such testing shall be at the sole discretion of the City; an employee's refusal to submit to such testing shall constitute serious insubordination and the employee will be terminated.

Employees currently under "Follow-up testing" due to offenses under prior versions of the City drug policy shall continue to be subject to such follow-up testing not longer than five (5) years from their original positive test result, or self-disclosure. Employees rehired after termination for a positive drug/alcohol test result shall sign a consent form for all non-DOT tests, Exhibit E, prior to rehire and be subject to "Follow-up testing" for up to five (5) years from the date of rehire.

#### **G. Annual No-Notice Testing**

**All CDL Drivers, All Covered Employees Doing Work for the GTA, and All Safety Sensitive Employees** (i.e. all job titles listed in Exhibit B which includes all Department and Division Heads by virtue of the responsibilities of their positions, all sworn police officers, all sworn firefighters, all operators of heavy equipment (that is...any vehicle requiring a Commercial Driver's license or larger than a 3/4-ton pickup truck or equivalent vehicle), and all employees in jobs that would put themselves, their fellow employees or the general public at heightened risk of injury or property damage if they were to be under the influence of, or impaired by, drugs or alcohol on the job, shall be subject to an "Annual No-Notice" drug and alcohol screen at some selected time during each calendar year. The drug/alcohol screens will be coordinated by the Occupational Health Nurse.

Employees from the "Safety Sensitive" job list (Exhibit B) will be randomly selected each month for testing and will be notified to report for drug/alcohol testing by the City's Occupational Health Nurse through their respective supervisors. No more than eight (8) hours notice will be provided. The purpose of the tests is to ensure that all employees in safety sensitive positions are able to carry out their assigned duties in a manner consistent with public safety without being a hazard to the public, to co-workers, or to themselves.



## **H. Random Testing**

1. **All CDL Drivers Other than Covered Employees Doing Work for GTA**, in addition to any other drug and alcohol screens, shall be subject to Random Drug and Alcohol testing as prescribed by section 382.305 of the Department of Transportation Federal Motor Carrier Safety Regulations.
  - a. The annual percentage rate of random testing shall be 50% of the average number of CDL drivers for drug urine testing and 10% alcohol breathalyzer. Alcohol and drug screens shall be administered concurrently for each individual selected. The City shall conduct random testing on a monthly basis.
  - b. The selection of drivers for testing shall be made by the City's Third Party Administrator (TPA) from a list of all CDL Drivers provided to them by the City of Greenville. Their selection shall be made by using a scientifically valid random selection method such that each driver has an equal chance of being tested each time a selection is made. The selected list of drivers shall be provided to the City of Greenville's Occupational Health Nurse; the Occupational Health Nurse shall notify the employees through their respective supervisors to report immediately for testing.
  - c. When a supervisor is notified to instruct a CDL Driver to report for a Drug and Alcohol Screen, he/she shall ensure that the employee proceeds to the Occupational Health Center (or after 4:30 p.m. to Exigent (2310 Wade Hampton Blvd.) immediately; if the driver is engaged in driving, he/she shall cease driving as soon as possible and proceed to the testing site. In no case shall the driver fail to report within two (2) hours of being instructed to report. Failure to report within the allotted time frame will result in termination of employment, unless it can be shown that unusual unavoidable circumstances prevented it. Employees on after-hours shifts shall report to Exigent (2310 Wade Hampton Blvd.).
2. **All Covered Employees Doing Work for the GTA**, in addition to any other drug and alcohol screens, shall be subject to Random Drug and Alcohol testing as prescribed by 49 CFR 655 governing workers covered by the Federal Transit Administration and by 49 CFR 40 of the Department of Transportation regulations.
  - a. The annual percentage rate of random testing shall be 50% of the average number of covered employees for drug urine testing and 10% alcohol breathalyzer. Alcohol and Drug Screens shall be administered concurrently for each individual selected. The City shall conduct random testing on a monthly basis.
  - b. The selection of covered employees for testing shall be made by the City's Third Party Administrator (TPA) from a list of all covered employees provided to them by the City of Greenville. Their selection shall be made by using a scientifically valid random selection method such that each covered employee has an equal chance of being tested each time a selection is made. The selected list of covered employees shall be provided to the City of Greenville's

Occupational Health Nurse; the Occupational Health Nurse shall notify the covered employees through their respective supervisors to report immediately for testing.

- c. When a supervisor is notified to instruct a covered employee to report for a Drug and Alcohol Screen, he/she shall ensure that the covered employee proceeds to the Occupational Health Center (or after 4:30 p.m. to Exigent (2310 Wade Hampton Blvd.) immediately; if the covered employee is actively at his/her GTA work, he/she shall cease such work as soon as possible and proceed to the testing site. In no case shall the covered employee fail to report within two (2) hours of being instructed to report. Failure to report within the allotted time frame will result in termination of employment, unless it can be shown that unusual unavoidable circumstances prevented it. Covered employees on after-hours shifts shall report to Exigent (2310 Wade Hampton Blvd.).

## **I. Test Results**

1. Hair Sample Analysis Drug Screens. Hair sample analysis drug screens are tested twice, for both the hair sample and wash done on the hair sample, before a confirmed positive is reported to the City. Therefore, any hair analysis drug screen reported to the City as a positive for prohibited drugs shall be considered a confirmed positive. All positive tests will be verified by the MRO. Refusal to review with MRO test will be considered a positive test.
2. Pending Tests. When an initial urine drug screen test result is positive, or when an initial alcohol breathalyzer screen shows an alcohol concentration level of 0.04 grams per 210 liters of breath or higher, it will be considered a "pending" positive test until a second drug screen taken from the same sample (i.e. a "confirming test") is completed, or a second breathalyzer alcohol test is taken.
3. Confirmed Positive Tests. A second drug screen performed on the same urine from which the pending positive test was taken which tests positive for illegal drugs shall be a confirmed positive test for drug impairment. A second breathalyzer screen, performed at least 15 minutes after a pending positive first test, which shows an alcohol concentration level of 0.02 grams per 210 liters of breath shall constitute a confirmed positive test for alcohol impairment.
4. Positive Dilute and Negative-Dilute Urine Tests. The City will use the following guidelines for addressing dilute DOT urine specimens:
  - a. If the medical review officer (MRO) reports a positive drug test was dilute, the City will treat the test as a verified positive test. The City will not direct the employee to take another test based on the fact that the specimen was dilute.
  - b. If the MRO reports that a negative test was dilute, the City of Greenville will take the following action:

- i. If the MRO directs the City of Greenville to conduct a recollection under direct observation (*i.e.*, because the creatinine concentration of the specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL, the City will do so immediately.
  - ii. Otherwise (*i.e.*, if the creatinine concentration of the dilute specimen is greater than 5 mg/dL and less than 20 mg/dL), the City of Greenville will direct the employee to take another test immediately. Such recollections must not be collected under direct observation, unless there is another basis for use of direct observation. The City of Greenville will treat all employees the same for this purpose. Therefore, if the MRO reports a negative dilute test, the City will retest all initial negative dilutes.
- c. The following provisions apply to all tests City of Greenville directs an employee to take under paragraph (b) of this section:
  - i. City of Greenville will ensure that the employee is given the minimum possible advance notice that he or she must go to the collection site.
  - ii. City of Greenville will treat the result of the test under paragraph (b) of this section— and not a prior test—as the test result of record, on which City of Greenville will rely for purposes of this part.
  - iii. If the result of the test City of Greenville directed the employee to take under paragraph (b) of this section is also negative and dilute, the City of Greenville will not make the employee take an additional test because the result was dilute. Provided, however, that if the MRO directs City of Greenville to conduct a recollection under direct observation under paragraph (b) (1) of this section, City of Greenville will immediately do so.
  - iv. If the employee declines to take a test City of Greenville directed him or her to take under paragraph (b) of this section, the employee has refused the test for purposes of this part and DOT agency regulations.

**J. Penalties for Violation of Substance Abuse Policy**

**All Employees** receiving a confirmed positive test for Drugs or Alcohol shall be terminated from employment immediately, whether such confirmed positive test results from "Reasonable Suspicion", "Post-Accident", "Return to Duty", "Follow-up", "Annual No-Notice", or "Random" testing.

**K. Self-disclosure of Substance Abuse and Employee Assistance**

Notwithstanding all of the above, it is the City's genuine desire to assist any employee who sincerely wants help in overcoming an alcohol or drug dependency/addiction, to get drug-free and stay "clean". Therefore, all employees who voluntarily disclose an addiction or dependency problem to a member of management, to the Occupational Health nurse, or to the Human Resource Director, seeking help, ***provided they make such disclosure and seek such help prior to their being notified, or their Supervisor's being notified, of their***

*selection for an upcoming drug/alcohol screen*, will be given an opportunity to preserve their jobs and careers with the City of Greenville through the following procedures and conditions:

1. The employee seeking help will be **immediately removed from the job and sent to consult with the City's contract Substance Abuse Professional (SAP)**. The SAP will diagnose and evaluate the nature and extent of the employee's addiction or dependency, the present level of impairment, if any, and the appropriate treatment regime, including in-patient and out-patient options for detoxification, rehabilitation, individual or group therapy, counseling, and/or ongoing support. The SAP will determine and advise the City whether the employee may be permitted to continue to work at his/her particular position during treatment, or whether he/she be placed on leave of absence for the period of treatment. All time off the job will be charged to the employees' general leave, exempt leave, or accumulated compensatory time. If an employee has no general leave, exempt leave, or compensatory time, then the time off the job will be without pay.

If the SAP determines the employee may continue to work, the employee shall take a "Return-to-Duty" drug/alcohol screen at the City's expense; if the test is "clean", the employee will be returned to duty, but Steps K(2) to K(9) will still apply. If the test is positive for alcohol or drugs, the employee shall be placed on leave of absence and Steps K(2) through K(9) will apply.

2. The employee, whether placed on leave of absence or returned to work, will be **required**, to participate in any treatment recommended by the SAP as a condition of continued employment.
3. The employee's participation in treatment will be monitored by the Occupational Health Nurse and/or the Human Resources Director. As to non-DOT testing, only, the employee shall sign an informed consent form (Exhibit C) authorizing the City's contract SAP, and any other substance abuse professionals to whom the employee is sent for counseling, treatment, or follow-up support, to release information to the City Occupational Health Nurse and/or to the Human Resources Director concerning the points covered under "(4)" below. As to non-DOT testing, only, an employee's refusal to sign the informed consent form will be viewed as serious insubordination and employment will be terminated.
4. Monitored information and communications with the SAP and treatment professionals will be considered "confidential" and will consist of the following:
  - a. Whether the employee accepted or refused to submit to and follow the SAP's prescribed counseling/treatment plan;
  - b. Whether the SAP evaluation, and prescribed counseling/treatment appointments are kept;
  - c. Ongoing progress or lack of it in counseling/treatment;
  - d. Completion/incompletion of the counseling/treatment plan; and,
  - e. Employee prognosis, fitness for return-to-duty, and prescriptions for after-support.

5. With the exception of CDL Drivers and covered employees doing work for the GTA, self-disclosed employees who are approved by the SAP to remain at work while undergoing treatment, who begin and continue in treatment under the care and supervision of alcohol/substance abuse professionals, shall be exempt from further City drug/alcohol testing during the remainder of the treatment period, up to a maximum of twelve (12) weeks from beginning treatment, except when testing is recommended by the SAP. At the end of twelve (12) weeks, or, when the employee is certified by the SAP as having successfully completed the treatment program, whichever comes earlier, a "Return-to-Duty" drug/alcohol screen will be administered by the City at the City's expense. If the test is "clean", the employee shall be returned to his/her position and duties, and thereafter will be subject to all drug/alcohol testing relevant to his position; the employee will also be subject to periodic, unannounced "Follow-up" drug/alcohol testing for a period up to five (5) years following reinstatement. If the "Return-to-Duty" test or a subsequent "Follow-up" test is positive for alcohol or drugs, the employee will be terminated. CDL Drivers who remain at work during treatment will be subject to all testing required by the DOT under 49 CFR Part 382 regulations. All covered employees doing work for the GTA who remain at work during treatment will be subject to the provisions and testing requirements of 49 CFR 655 and 49 CFR 40.
6. An employee's refusal to seek help as prescribed by the SAP or to follow-through with and complete the recommended treatment plan will be viewed as serious insubordination and employment will be terminated.
7. The self-disclosed employee out on a leave of absence must, at his/her own expense, present to the City evidence of a negative drug or alcohol test result within a period of twelve (12) weeks from the date of removal from service. The employee will then be required to pass a confirming "Return to Duty" drug/alcohol screen paid for by the City and administered by City of Greenville. In the event the employee fails to produce a negative drug/alcohol screen within the allotted twelve-week (12) period, or fails the "Return to Duty" confirming test, the employee will be terminated.
8. Employees who voluntarily seek help under this self-disclosure provision, who successfully present a clean drug/alcohol test within the allotted twelve-week (12) period, will be reinstated to their jobs as soon as they are cleared to return to work by the City's SAP and they have successfully passed a "Return-to-Duty" drug/alcohol screen conducted by the City at it's own expense.
9. The privilege of self disclosure to preserve one's job and career shall only be extended one-time per employee.

**L. Self-Reporting by a Covered Employee Doing Work for the GTA of Alcohol Usage within Four Hours of Reporting for Work or While On Call**

Covered employees doing work for the GTA who self-report alcohol usage within four hours of reporting for duty, or during hours that they are on call, and prior to performing a safety-sensitive function, are in violation of this Policy, are subject to Return to Duty Testing set out in subsection V.E, above, and are subject to the following disciplinary actions:

- a. For the first offense, the covered employee is subject to disciplinary action, up to and including (5) five days suspension without pay.

- b. For multiple offenses, the covered employee is subject to disciplinary action, up to and including termination.

#### **M. Transportation**

If an employee notified to report for an Annual No-Notice or Random Drug or Alcohol Screen does not have transportation to the City-designated testing facility, the Supervisor must ensure timely transportation; it is the department's responsibility to provide the employee with transportation.

When an employee appears to be in an impaired condition and is requested by the Supervisor or Human Resources Director to submit to a "Reasonable Suspicion" drug/alcohol screen to determine if the employee is under the influence of alcohol or drugs, then it is imperative that the department provide the employee with transportation to the City's Employee Health Center and/or to the designated substance abuse testing facility. Under no circumstances should the department permit a suspected, impaired employee to drive himself/herself.

#### **N. Testing Outside of Normal Work Hours (8 a.m. to 5 p.m.)**

After-hours drug and alcohol testing will be conducted at Exigent (2310 Wade Hampton Blvd.) at the City's expense, under the City-approved drug and alcohol testing arrangement. If needed, contact/page the City Nurse for further directions. An employee's refusal to take an alcohol and/or drug test will be treated as serious insubordination and will result in immediate termination of employment.

#### **O. Possession/Use on the Job**

The possession and use of alcoholic beverages, illegal drugs, or non-prescribed prescription drugs on the City premises at any time is in violation of City policy and will subject the employee to termination of employment. With respect to prescribed drugs, and over-the-counter medications, it shall be the responsibility of employees in Safety Sensitive positions, who are under the influence of, or using any such drugs that could impair one's ability to safely perform the duties of the position without endangering themselves, the general public or fellow employees, to notify their supervisors of such medications and restrictions, and to refrain from knowingly violating the physician's or manufacturer's instructions. Willful violation of such physician or manufacturer's advice by the employee or supervisor will subject the employee and/or supervisor to disciplinary action under HR Policy-22, "Disciplinary Actions and the Appeal Process."

#### **P. Sale or Distribution of Illegal/Unauthorized Substances**

The manufacture, sale or distribution of illegal drugs on the job or off the job is a serious violation of City policy and will subject the employee to termination of employment, and possible criminal prosecution. The manufacture, sale or distribution of alcohol on the job, or the illegal sale or distribution of alcohol off the job, is a serious violation of City policy and will subject the employee to termination of employment, and possible criminal prosecution.

#### **Q. Acknowledgement of Receipt of this Substance Abuse Policy**

All new employees shall be required to complete and sign the form shown as Exhibit F, acknowledging receipt of a copy of this Substance Abuse Policy.

**EXHIBIT A**

**CITY OF GREENVILLE**

**THIS FORM IS APPLICABLE TO NON-DOT DRUG AND ALCOHOL TESTS, ONLY**

**EMPLOYEE'S RECOGNITION OF DRUG AND ALCOHOL TESTING  
AS A CONDITION OF EMPLOYMENT**

I, \_\_\_\_\_ (print), understand the City's Drug and Alcohol Substance Abuse Policy HR-20 requires an applicant to submit a sample of hair or urine, or both, for chemical testing as a part of pre-employment screening. I understand that the policy applies to me. I also understand that I may be required to take a post offer alcohol breathalyzer test for alcohol concentration levels. Once I am an employee, I understand that I must submit a sample of my hair or urine for chemical testing, and submit to other necessary procedures when the City determines reasonable suspicion supports such testing, or where applicable testing is part of the City's annual no-notice, post-accident, or return-to-duty and follow-up testing programs. Further, if the position I hold has been designated by the City as a "safety sensitive" position, then I am subject to random testing for drugs and alcohol. In all these instances, I understand that the hair, urine and breath samples will be taken and analyzed by qualified medical or laboratory personnel as designated by the City.

I understand this analysis will be used to determine the presence, if any, of non-prescribed, unauthorized or prohibited controlled substances or their metabolites in my body and alcohol in my system. I further understand that a positive test result will cause any prior offer of employment to be rescinded, or my employment, if I am already hired, to be terminated.

Under these conditions of employment, I have consented to this request for a hair specimen, a urine specimen or breath sample or some combination of these tests. I hereby release the City and the Laboratory, their employees, agents and contractors, from any liability whatsoever arising from the request to furnish a hair or urine and/or breath sample, the testing of the hair, urine and/or breath sample, and any decisions made on the basis of the analyses. Accordingly, I further authorize the Laboratory, its employee, agent, or contractor to release to the City all test results of the drug screening hair or urine test and/or alcohol screening breathalyzer test as permitted by law.

I understand that a documented chain of specimen custody will be made to ensure the identity and integrity of my hair and/or urine sample throughout the collection and testing process. Upon my request, the City will make a copy of the chain of custody documentation.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant/Employee)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Witness)

**EXHIBIT B**

**CITY OF GREENVILLE SAFETY SENSITIVE POSITIONS  
(JOBS WITH SIGNIFICANT SAFETY IMPACT)**

The following job titles represent positions with the City of Greenville which, by nature of their essential job duties, have significant potential impact on the safety of the public and/or fellow employees. Mandatory Annual No-Notice Drug & Alcohol Screening will be required of all incumbents. A positive test result will result in immediate discharge per this Policy, HR-20. The titles are intended to include all Department and Division heads by virtue of the responsibilities of their positions, all Sworn Police Officers, all Sworn Firefighters, all operators of heavy equipment (that is any vehicle requiring a Commercial Driver's license or larger than a 3/4-ton pickup truck or equivalent vehicle), all covered employees performing services for the Greenville Transit Authority, and all employees in jobs that would put themselves, their fellow employees or the general public at heightened risk of injury or property damage if they were to be under the influence of, or impaired by, drugs or alcohol on the job.

ASST. CHIEF MECHANIC  
ASST. CITY ENG.- ENVIRONMENTAL  
ASST. CITY ENGINEER-CIVIL  
ASST. CITY ENGINEER-TRAFFIC  
ASST. CITY MANAGER  
ASST. COMM. CENTER SUPERVISOR  
ASST. FIRE ALARM SUPERVISOR  
ASST. FIRE CHIEF  
ASST. FIRE MARSHAL  
ASST. SUPERINTENDENT GROUNDS  
ASST. ZOO ADMINISTRATOR  
BOBCAT OPERATOR  
BUILDING CODES ADMINISTRATOR  
BUILDING FACILITIES ADMIN.  
BUILDING MAINT. SUPERVISOR  
BUILDING MAINT. TECHNICIAN  
CAPITAL PROJECTS MANAGER  
CHIEF OF INSPECTIONS  
CHIEF MECHANIC-FIRE  
CITY ATTORNEY  
CITY MANAGER  
CIVIL ENGINEER  
CLAM OPERATOR  
CODE ENFORCEMENT OFFICER  
COMM. BUREAU ADMINISTRATOR  
COMM. BUREAU ASST. ADMIN.  
COMMUNICATIONS SPECIALIST I  
COMMUNICATIONS SPECIALIST II  
COMMUNITY CENTER SUPERVISOR  
COMMUNITY CENTER SUPVSR.P-/T  
COMMUNITY DEV. INSPECTOR  
COMMUNITY DEV. & RELATNS. ADMIN.  
COMMUNITY DEV. PROJECT MANAGER  
CONSTRUCTION COORDINATOR

CONST.& INSPECT. DIV. MANAGER  
COURT BAILIFF P-P/T  
DEPUTY FIRE MARSHAL  
DIR. OF ECON./COMMTY. DEVELOP.  
DIRECTOR OF FINANCE  
DIRECTOR OF GENERAL SERVICES  
DIRECTOR OF HUMAN RESOURCES  
DIRECTOR OF PARKS & RECREATION  
DIRECTOR OF PUBLIC WORKS  
EDUCATION CURATOR (FOZ)  
EDUCATION INSTRUCTOR (FOZ)  
ENGINEERING SERVICES MANAGER  
ENGINEERING TECHNICIAN  
EXECUTIVE DIRECTOR (FOZ)  
FIRE ALARM SUPERVISOR  
FIRE BATTALION CHIEF  
FIRE CAPTAIN  
FIRE CHIEF  
FIRE LIEUTENANT  
FIRE MARSHAL  
FIRE SPECIALIST  
FIREFIGHTER I  
FIREFIGHTER II  
FIREFIGHTER III  
FLATBED/CART DELIVERY OPERATOR  
FLEET & SAFETY SERVICES ADMIN.  
GARAGE SUPERINTENDENT  
GENERAL CURATOR  
HEALTH CLINIC ADMINISTRATOR  
INSPECTOR  
MAINTENANCE TECHNICIAN  
MECHANIC  
MEDICAL ASSISTANT  
MOTOR EQUIPMENT OPERATOR



MUNICIPAL COURT JUDGE  
 PARKING OPERATIONS SUPERINTENDENT  
 PARKING SERVICES ADMINISTRATOR  
 PARKS AND GROUNDS ADMIN.  
 PARKS AND GROUNDS ASST. ADMIN.  
 PERSONNEL CARRIER  
 POLICE ACCREDITATION ANALYST  
 POLICE MAJOR  
 POLICE CAPTAIN  
 POLICE CHIEF  
 POLICE CORPORAL  
 POLICE DETECTIVE  
 POLICE LIEUTENANT  
 POLICE OFFICER  
 POLICE SERGEANT  
 PUBLIC GARDEN MANAGER  
 PUBLIC GARDEN ASST. MANAGER  
 PUBLIC GARDEN TECHNICIAN  
 PUBLIC WORKS INSPECTOR  
 REAR LOADER/TRACTOR OPERATOR  
 RECREATION LEADER P-P/T  
 RECREATIONAL ACTIVITY COORD.  
 RECYCLING COLLECTOR  
 RECYCLING DRIVER  
 REGISTERED NURSE  
 REPTILE CURATOR  
 RISK MANAGER  
 ROLL OFF OPERATOR  
 SAFETY TRAINING OFFICER-P/W  
 SEMI-SKILLED LABORER  
 SENIOR CIVIL ENGINEER  
 SENIOR PUBLIC WORKS INSPECTOR  
 SENIOR SIGNAL SYSTEM TECH.

SENIOR TRAFFIC CONTROL TECH.  
 SERVICE WRITER  
 SHOP FOREMAN  
 SHOP SUPERINTENDENT  
 SIDELOADER OPERATOR  
 SIGNAL SYSTEM TECHNICIAN  
 SKILLED LABORER  
 SMALL ENGINE MECHANIC  
 SOLID WASTE ADMINISTRATOR  
 SOLID WASTE COLLECTOR  
 SR SIGN SUPPLY/TRAFFIC CONTROL TECH  
 SUPERINTENDENT OF GROUNDS  
 SUPERINTENDENT OF SEWERS  
 SUPERINTENDENT OF STORM DRAINS  
 SUPERINTENDENT OF STREETS  
 SUPERINTENDENT OF TREES  
 SUPERVISOR  
 SUPPORT SERVICES ADMINISTRATOR  
 TRACTOR TRAILER OPERATOR  
 TRAFFIC CONTROL SUPERVISOR  
 TRAFFIC CONTROL TECHNICIAN  
 TRAFFIC ENGINEERING TECHNICIAN  
 TRAFFIC OPERATIONS ENGINEER  
 TREE SERVICE TECHNICIAN  
 VIDEO INSPECTOR  
 YOUTH PROGRAM CLERK P-P/T  
 YOUTH PROGRAM COORDINATOR  
 YOUTH SPORTS COORDINATOR  
 ZOO ADMINISTRATOR  
 ZOOKEEPER  
 ZOOKEEPER-DOMESTIC ANIMALS

# **GREENVILLE TRANSIT AUTHORITY/GREENLINK SAFETY SENSITIVE POSITIONS**

DIRECTOR OF PUBLIC TRANSPORTATION  
 TRANSIT OPERATIONS MANAGER  
 TRANSIT OPERATIONS SUPERVISOR  
 BUS OPERATOR  
 BUS SERVICER  
 DEMAND/RESPONSE VAN OPERATOR  
 INFORMATION SPECIALIST  
 LEAD MECHANIC  
 MECHANIC  
 SERVICE WRITER

**EXHIBIT C**

**CITY OF GREENVILLE**

**THIS FORM APPLICABLE TO NON-DOT DRUG AND ALCOHOL TESTS, ONLY**

**EMPLOYEE INFORMED CONSENT  
EMPLOYEE ASSISTANCE AND TREATMENT PROGRAM  
RELEASE OF MEDICAL INFORMATION  
CONSENT TO PERIODIC UNANNOUNCED DRUG & ALCOHOL TESTING**

I, \_\_\_\_\_, hereby freely authorize and give my permission  
(Employee's Name)

for \_\_\_\_\_ to release information to the City of Greenville's  
(Substance Abuse Professional or Treatment Provider)

Occupational Health Nurse and/or Human Resource Director regarding the following:

- (a) Whether I accepted or refused to submit to and follow the SAP's prescribed counseling/treatment plan;
- (b) Whether my SAP evaluation appointment, and prescribed counseling/treatment appointments are kept;
- (c) My ongoing progress or lack of it in counseling/treatment;
- (d) My completion/incompletion of the counseling/treatment plan;
- (e) The SAP's, or treatment professionals' prognosis of my treatment, my fitness for return-to-duty, and their prescriptions for my after-care support.

I also hereby acknowledge my return to active employment status with the City of Greenville will be contingent upon my successfully passing a drug and alcohol screen administered by the City within 120 days of my removal from active duty. I further acknowledge and freely and voluntarily consent to the future employment condition of periodic, unannounced drug and alcohol screens done at the City's sole discretion for a period of up to five years immediately following reinstatement of my employment with the City of Greenville.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness's Signature)

\_\_\_\_\_  
(Date)

**CITY OF GREENVILLE**  
**REASONABLE SUSPICION OBSERVATION DOCUMENTATION FORM**  
**(STRICTLY CONFIDENTIAL)**

EMPLOYEE NAME \_\_\_\_\_ DATE/TIME OF INCIDENT \_\_\_\_\_

SUPERVISOR # 1 \_\_\_\_\_ SUPERVISOR #2 \_\_\_\_\_

This checklist is to be completed when an incident has occurred which provides reasonable suspicion that an employee is under the influence of a prohibited drug or alcohol. The observing supervisor(s) should note all pertinent behaviors and physical signs or symptoms which lead them to reasonably believe that the employee has recently used or is under the influence of a prohibited substance. Mark each applicable item on this form and describe any additional facts or circumstances which you have noted.

**A. NATURE OF THE INCIDENT/CAUSE FOR SUSPICION**

- ☐ 1. Observed/reported possession or use of a prohibited substance
- ☐ 2. Apparent drug or alcohol intoxication
- ☐ 3. Observed abnormal or erratic behavior
- ☐ 4. Arrest or conviction for drug-related offense
- ☐ 5. Evidence of tampering on a previous drug test
- ☐ 6. Other (e.g., flagrant violation of safety regulations, serious misconduct, fighting or argumentative/abusive language, refusal of supervisor instruction, unauthorized presence on the job) (please specify)

**B. UNUSUAL BEHAVIOR**

- ☐ 1. Verbal Abusiveness
- ☐ 2. Physical abusiveness
- ☐ 3. Extreme aggressiveness or agitation
- ☐ 4. Withdrawal, depression, mood changes, or unresponsiveness
- ☐ 5. Inappropriate verbal response to questioning or instructions
- ☐ 6. Other erratic or inappropriate behavior (e.g., hallucinations, disorientation, excessive euphoria, confusion) (please specify)

**C. PHYSICAL SIGNS OR SYMPTOMS**

- ☐ 1. Possessing, dispensing, or using controlled substance
- ☐ 2. Slurred or incoherent speech
- ☐ 3. Unsteady gait or other loss of physical control; poor coordination
- ☐ 4. Dilated or constricted pupils or unusual eye movement
- ☐ 5. Bloodshot or watery eyes
- ☐ 6. Extreme fatigue or sleeping on the job
- ☐ 7. Excessive sweating or clamminess to the skin
- ☐ 8. Flushed or very pale face
- ☐ 9. Highly excited or nervous
- ☐ 10. Nausea or vomiting
- ☐ 11. Odor of alcohol
- ☐ 12. Odor of marijuana
- ☐ 13. Dry mouth (frequent swallowing/lip wearing)
- ☐ 14. Dizziness or fainting
- ☐ 15. Shaking hands or body tremors/twitching
- ☐ 16. Irregular or difficult breathing
- ☐ 17. Runny sores or sores around the nostrils
- ☐ 18. Inappropriate wearing of sunglasses
- ☐ 19. Puncture marks or "tracks"
- ☐ 20. Other (please specify)

**D. WRITTEN SUMMARY**

Please summarize the facts and circumstances surrounding the incident, employee response, supervisor actions, and any other pertinent information not previously noted. Please note the date, time, and location where employee was removed from the job for reasonable cause testing, or note if employee refused test. Write on back of this sheet and attach additional sheets as needed.

Signature of Supervisor # 1

Date/Time

Signature of Supervisor # 2

Date/Time

**EXHIBIT E**

**CITY OF GREENVILLE**

**THIS FORM IS APPLICABLE TO NON-DOT DRUG AND ALCOHOL TESTS, ONLY**

**EMPLOYEE INFORMED CONSENT  
TO PERIODIC UNANNOUNCED DRUG & ALCOHOL "FOLLOW-UP" TESTING**

I, \_\_\_\_\_ (print), understand that in accord with the City's Drug and Alcohol Substance Abuse Policy HR-20, Paragraph V(F), "Follow-up Testing", I, as a condition of my continued employment, must consent to periodic unannounced drug and alcohol testing at which times I will submit a sample of my hair or urine for chemical testing, provide a sample of breath for alcohol breathalyzer testing, for alcohol concentration levels as part of the City's "follow-up testing" requirements. I understand that the frequency and timing of such test requests is at the City's sole discretion, and that my refusal to submit to such test requests will be considered "serious insubordination" and result in my termination from employment.

I understand the hair, urine and breath samples will be taken and analyzed by qualified medical or laboratory personnel as designated by the City, and that the analyses will be used to determine the presence, if any, of non-prescribed, unauthorized or prohibited controlled substances or their metabolites in my body and alcohol in my system.

I have consented to these requests for a hair specimen, a urine specimen, or breath samples or some combination of these tests. I hereby release the City and the Laboratory, their employees agents and contractors, from any liability whatsoever arising from the request to furnish a hair, urine and/or breath sample, the testing of the hair, urine and/or breath sample, and any decisions made on the basis of the analyses. Accordingly, I further authorize the Laboratory, its employees, agents, or contractors to release to the City all test results of the screening of hair, urine and/or breath sample alcohol screening breathalyzer tests as permitted by law.

I understand that a documented chain of specimen custody will be made to ensure the identity and integrity of my hair or urine sample throughout the collection and testing process. Upon my request, the City will make a copy of the chain of custody documentation.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Employee)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Witness)

**EXHIBIT F**

# City of Greenville

## RECEIPT OF SUBSTANCE ABUSE POLICY

Prior to Completing Orientation

The City of Greenville has developed safety and work rules for the well being of employees, the public and our customers. Attached is a copy of the City of Greenville's Substance Abuse Policy. I, \_\_\_\_\_ (print), have been given a copy of the policy to read and become familiar with its requirements, even before any additional training on this subject occurs.

### EMPLOYEE ACKNOWLEDGEMENT:

I understand the above and will review this policy promptly and if I have questions before I complete training I will ask my supervisor to contact the Human Resources Director and my questions will be answered. I understand this policy applies to me because of the following job for which I am being hired, and any other position I may be promoted or transferred to during my employment with the City of Greenville:

\_\_\_\_\_  
[write in job title]

*I understand Department of Transportation - Federal Motor Carrier Safety Administration or Federal Transit Administration regulated employees have additional requirements, which are outlined in this policy and if I have now accepted one of those positions or later during my employment, accept such a position, I will make certain I understand and comply with those additional requirements.*

I hereby acknowledge receipt of a copy of the City of Greenville's Substance Abuse Policy. I will review it promptly and understand that my continued employment is dependent upon my following these rules and all policies and rules of the City of Greenville.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date